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# MEETING NOTICE

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**TO:** Members of the Museum Coordination Committee

**FROM:** Joseph K. Houts, Jr., Chairperson

**DATE:** November 13, 2023

**SUBJECT:** Notice of Museum Coordination Committee Presentation  
at Robidoux Row Board of Directors' Meeting

The Museum Coordination Committee will hold a meeting on Wednesday, November 15, 2023, at 5:30 p.m., at the Robidoux Row Museum located at 219 E. Poulin, St. Joseph, Missouri 64501.

## AGENDA

*\*The Robidoux Row Museum Board of Directors will be conducting its meeting during which the Museum Coordination Committee will provide an overview of the following information:*

1. Much input received since MCC's initial meeting in September – All documents distributed should be considered drafts and are subject to change as preliminary discussions continue.
2. Brief overview of Museum Coordination Initiative: To identify a new funding source for five museums located in St. Joseph.
3. Brief overview of Museum Funding Program (contingent on identification of funding source):
  - ✓ Museums must be a 501(c)(3) and must join a museum coalition established through a Memorandum of Understanding approved by the City Council.
  - ✓ Museums may submit applications for funding to the City Director of Finance.
  - ✓ City Council will review applications to consider requested allocations and approve allocations it wishes to make in conjunction with City's annual budget process.
  - ✓ Museum Oversight Board will review expenditures prior to payment.
4. Tasks that need to be completed if there is interest in pursuing a new funding source:
  - Task #1 – Identify funding needs of the five museums to stabilize current operations. [\*Task to be separately completed by each museum]
  - Task #2 – Identify funding needs of the five museums to enhance operations and create value-added programming. [\*Task to be separately completed by each museum]
  - Task #3 – Identify gaps and overlaps in programming and develop commitments to close gaps and eliminate overlaps. [\*Task to be jointly completed by representatives of each of the five museums – will likely take multiple meetings]

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- Task #4 – Following gap and overlap analysis, analyze long-term viability of operations and project future capital and operational needs for each museum over a 25-year period. [\*Task to be jointly completed by representatives of the City and each of the five museums – will likely take multiple meetings]
- Task #5 – Identify a list of realistic funding sources, then determine the amount each would be expected to generate. [\*Task to be completed by the City]
- Task #6 – Select funding source, then develop Memorandum of Understanding between City and each museum. [\*Task to be completed by the City, which will include a City Council Work Session]
- Task #7 – Place proposed tax on the ballot and initiate campaign. [\*Task to be completed by the City]

Museum Coordination Committee members:

Joseph K. Houts, Jr.  
Pat Dillon  
Greg Hatten  
Gary Wilkinson  
Megan Wyeth

cc: Mayor and City Council Members  
Lisa Robertson, City Attorney  
Dawn Lanning, Interim Director of Finance  
Paula Heyde, City Clerk